

T. George 47705
C-255

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ARUNDEL COUNTY SANITARY COMMISSION

Administrative Division

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1 MINUTE BOOKS

Quantity: 10 volumes, 3 boxes
Size: 8 1/2" x 12"
Dates: 1923...
File Arrangement: Chronological
Audit: Outside audit (possible)

The Minute Books are the official record of the proceedings of the Commission on matters pertaining to water and sewage installations and projected installations in Anne Arundel County

RECOMMENDATION: RETAIN PERMANENTLY.

2 RESOLUTIONS

Quantity: 1 file drawer
Size: Folded papers
Dates: 1928...
File Arr.: Numerical by Resolution number
Audit: Outside (possible)

This file contains the original Resolutions passed by the Commission covering matters of internal administration and policy, and on all other subjects requiring formal action by the Commission.

These Resolutions are recorded with the Clerk of the Circuit Court for Anne Arundel County, giving the record liber and folio of recordation.

RECOMMENDATION: RETAIN PERMANENTLY.

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Approved B. P.W., 4/14/65

DEEDS

Quantity: 1/2 file drawer
 Size: Folded papers
 Dates: 1930...
 File Arr.: Numerical by Deed number
 Index: Loose-leaf binder to names of parties
 Audit: Outside (possible)

This file contains the recorded copies of Deeds to property owned by the Commission.

➤ RECOMMENDATION: RETAIN PERMANENTLY.

EASEMENTS (RIGHTS OF WAY)

Quantity: 2 file drawers
 Size: Folded papers
 Dates: 1925...
 File Arr.: Numerical by Easement number
 Index: Loose-leaf binder to names of parties
 Audit: Outside (possible)

Easements are the original right of way agreements, filed by assigned easement number, which cover water and sewer projects under jurisdiction of the Commission. Easements are recorded with the Clerk of the Circuit Court for Anne Arundel County and show date of record and liber and folio of recordation.

Rights of Way which have not been accepted by the Commission are considered nonrecord within the meaning of the statute governing nonrecord material (Annotated Code of Maryland, 1957 edition, as amended, Art. 41, Sec. 179) and may be destroyed as soon as no longer needed by the office.

➤ RECOMMENDATION: RETAIN PERMANENTLY.

AGREEMENTS

Quantity: 4 file drawers
 Size: Folded papers
 Dates: 1932...
 File Arr.: Numerical by Agreement number
 Index: Loose-leaf binder index by names of parties
 Audit: Outside (possible)

Each file pocket gives the Agreement and project numbers and contains the original notarized agreement, signed by the parties and by the Commission, covering water and sewage projects and any related activity under the jurisdiction of the Commission. Plans and work papers are occasionally included with the agreements.

Agreements providing for the deposit of money with the Commission to cover the cost of projects are filed separately and were titled "Capital Asset Deficiency Agreements" until 1962, when the title of this series was changed to "Public Utility Agreements."

Almost all agreements negotiated by the Commission are recorded

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cont.) with the Clerk of the Clerk of the Circuit Court for Anne Arundel County, and the paper shows the date of record and the liber and folio of recordation.

RECOMMENDATION: RETAIN PERMANENTLY.

6 MISCELLANEOUS COMMISSION PAPERS

Quantity: 2 document files
Size: Folded papers
Dates: 1929...
File Arr.: Numerical
Index: loose-leaf binder to names of parties
Audit: Outside (possible)

This file is composed of legal papers, including waivers, indentures, petitions, leases, contracts, releases, proxies and options.

RECOMMENDATION: RETAIN PERMANENTLY.

7 CONTRACT FILE

Quantity: 2 file drawers
Size: Legal
Dates: 1956...(est.)
File Arr.: Numerical by contract number
Audit: Outside audit (possible); Federal and State audits, if involved (possible)

The Contract File folders have a Project Number assigned by Engineering and contain all or some of the following papers:-

Correspondence	Plans and Plats
Bid Bonds	Memoranda
Executed Contracts	Notices
Performance Bonds	Lists of Bidders
Proposals	Notice of Advertisement
Tabulations	

When a project has been approved by the Commission but is not undertaken by Commission personnel, Contract Files are prepared in the Engineering and Finance & Accounting Divisions, as well as in Administration, (Schedules C- & C-). After completion of the contract and after all auditing requirements have been satisfied, including Federal and State audits in cases where their funds are involved, the Contract File in Administration will be combined with those from the other two divisions, duplication of papers eliminated, and the remaining papers will either be retained permanently or microfilmed, as recommended in the applicable schedules.

RECOMMENDATION: RETAIN IN ACTIVE FILE AFTER COMPLETION OF THE PROJECT AND UNTIL ALL AUDIT REQUIREMENTS ARE MET, INCLUDING FEDERAL AND STATE AUDITS IF INVOLVED, THEN COMBINE WITH CONTRACT FILES FROM OTHER DIVISIONS OF THE COMMISSION, ELIMINATING DUPLICATION OF PAPERS. MICROFILM AND DESTROY ORIGINAL PAPERS; RETAIN MICROFILM PERMANENTLY.

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GENERAL FILE

Quantity: 12 file drawers

Size: Legal

Dates: 1948...

File Arr.: Alphabetically by subject or name

The General File is composed of correspondence, inter-office memoranda, reports and surveys, and general material relating to the following subjects:-

Administration

Associations

Contractors

Subdivisions

Individuals

Companies and Corporations

Personnel -

Applications

Correspondence

Change in Employment Status

Files relating to personnel should be retained until five years after termination of service and are subject to Recommendation "B" below. All other material is subject to Recommendation "A".

Printed and mimeographed material is considered nonrecord within the meaning of the statute (Ann. Code of Maryland, 1957 edition as amended, Art. 41, Sec. 179) and may be destroyed as soon as no longer needed by the office.

Material having continuing legal or administrative value to the operation of the office should be retained until such value ceases.

RECOMMENDATION: A. RETAIN FOR THREE YEARS, THEN DESTROY.

B. RETAIN PERSONNEL FILES FOR FIVE YEARS
AFTER TERMINATION OF SERVICE WITH THE
COMMISSION, THEN DESTROY.